

**MARTIN CITY COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
April 26, 2022, LIETZ HALL, MARTIN CITY, MT
Minutes**

The meeting was called to order at 7:00 p.m. Present: Board Members President Greg Doggett, Cindy Doggett, Tyler Lentz, and Jim Zerbe, Chief Operator/General Manager Ben Shafer, and returning Clerk Victoria Zerbe. Ed Benton was absent.

Tiffany Tyree has resigned as Martin City County Water District's Clerk. Former Clerk Victoria has stepped in until a replacement is hired. Victoria remains willing to help with the new Clerk's accounting and bookkeeping training so that the District continues to function smoothly.

The Minutes for January 18, 2022 were approved by unanimous consent.

The monthly coliform water test results for March and April were satisfactory.

For the Operator's Report, Chief Operator/General Manager Ben Shafer reported that things have been slow over the winter. He is expecting the receipt of two bids on the recoating of the water tank's interior surface. A sample of the polyurea coating which could be used in the repair was examined. A discussion on how the wells could provide water to Martin City with fire hydrants managing excess pressure followed. Ben will seek answers to how Glacier Hills customers would receive water during the possible three-day period that the water tank could be off-line. He will also investigate the installation of a pump to keep water from freezing in the tank during the winter.

The Chief Operator continued his report for the first 3 months of the year when he conducted leak listening, refilled the air tank for proper pressure, and recorded static and pumping depth of the water table level. He was asked to start a log for the measurements. Ben replaced the XTR for Account #98, Robert Jones; turned Sol Polen, Act. 143, water service off for repair and then back on, corrected pulse factors for several meters, and updated test readings in the O&M (Operations & Maintenance) Manual.

The Chief Operator will check the pit on Mike Baker, Account 3, which had to be estimated during the last meter reading. The pit is filling with water. It was noted that the time spent to read meters is longer than expected. This will be monitored for improvement.

There was a discussion of monthly water sample sites. It was emphasized that samples must be taken from the designated sites, and the submittals to ME Labs should note the 'X' number of the sample site. Greg offered to work with Ben in identifying the X3 sample site.

An application, ½ estimate payment, and connection and deposit fees for a new water installation have been received from Connie Strey. It was suggested that the Chief Operator contact Back-up Operator Mark Hemingway to complete this installation and others in the busy upcoming season. A Work Order will be generated for this installation.

The discussion of Work Orders continued. Work Order 2020-2, the replacement of the well cap gasket, needs to be updated and closed. Ben will tackle Work Order 2020-16, developing an Emergency Response Plan checklist, after work on a Hungry Horse plan is completed.

The Board President noted the need to update the projected completion dates on all open Work Orders, and to possibly ask Mark to work towards their completion.

In regards to WO 2020-17, Board Director Tyler Lentz will submit a bid on the Glacier Hills Pump house generator enclosure to meet manufacturer's guidelines. Previously, Tyler suggested using expanded steel sheets on three sides, plus an angle bar, hinges, and a latch for a gate with approximate costs reaching \$500 or more. The Board agreed to the construction with smaller gauge steel, and Tyler will complete the project. Whether or not the enclosure will need to be painted will be decided before final installation. Costs incurred with T5 services installation shortcomings and final payment to T5 will be discussed at the Board's next meeting in May.

DEQ's compliance schedule contains a yearly test for nitrate and nitrite; and lead and copper tests beginning in June. DEQ's schedule needs to be corrected because it lists the need for an asbestos sample. MCCWD has a waiver for that period.

The Board reviewed the System Totals Reports with not out-of-range water loss of 108,942 gallons for January, 93,633 gallons for February, and 63,117 gallons for March. The Route 2 Report remains suspect because of the meter possibly not suited for the application for which it is being used. The Usage Reports, the Usage and Loss Report, and the Comparison Report were reviewed next. It was noted that the Usage and Loss Report summarizes the yearly data to date. The Comparison Reports were an improvement over last year for the most part.

The Clerk summarized the District's financial statements for January, February, and March 2022. The Flathead County Finance Department's deposit into MCCWD's Tax Roll Fund #7273 for the first three months of 2022 equaled \$1,280.62, and an interest distribution of \$106.31 was recorded for the Capital Investment Fund #7274. There were no comments or questions on the District's Balance Sheets, nor on the Clerk's timesheets. The 2022 Cash Flow Forecast, a snapshot of MCCWD's finances, was also reviewed.

The Disbursement Report for February 15, 2022 listed the Montana Monthly Withholding Tax Payment of \$53.00. A payment of \$160.00 to Libby Landscaping for snow removal. The March 15, 2022 Disbursement Report depicted Montana State Fund Workman's Compensation Insurance third and final installment payment for 2022 of \$57.70.

The April 15, 2021 Disbursement Report listed the 941 Employer's Federal Quarterly tax payment of \$1,194.04; the MT Unemployment Quarterly Tax payment of \$42.53; and the MT Monthly Withholding Tax of \$21.00. A payment of \$106.23 to RVS Software for bill cards; and \$343.00 to Montana Environmental Laboratory for 12 bacterial tests and 1 nitrate analysis. A transfer of \$2,000 from the District's Maintenance account was transferred to checking for Operations and Maintenance. The receipt of the \$4,812 transfer from County Tax Fund #7273 to checking for 6 RUS payments were also listed on the April 15, 2022 Disbursement Report.

A motion to approve the Disbursement Reports dated February 15, March 15, and April 15, 2022 was made by Greg, seconded by Tyler, and unanimously approved by the Board.

The Adjustments Reports depicted mostly turn-off and turn-on fees. The Chief Operator posted four customers for two-months or more past due, and all have paid.

There was no Old Business.

New Business, sample and compliance samples, was discussed earlier in the meeting.

The next District's Board Meeting is scheduled for May 17, 2022 at 7:00 p.m. As there were no other items to discuss, Tyler made a motion at 8:15 p.m. to adjourn and Cindy seconded it; all agreed.

Respectfully submitted,